

**Carlisle Council on Aging Board Meeting
Carlisle Town Hall – Clark Room
February 16, 2016**

Board Members Present: Verna Gilbert, Kathy DeVivo-Ash, Elizabeth Acquaviva, Jean Sain, Rueben Klickstein, Peggy Hilton, Gio DiNicola. **Associate Members Present:** Maxine Crowther, Jerome Lerman. **COA Staff Present:** David Klein, Angela Smith.

The meeting was called to order at 10:30 AM by Verna Gilbert, Chair.

Secretary Minutes: A motion was made by Peggy Hilton to accept the January 19, 2016 minutes submitted by Elizabeth Acquaviva. The motion was seconded and carried by voice vote.

Introductions: Verna Gilbert introduced Ann Quenin and John Ballantine who are considering joining the COA as associate members.

Outreach and Program Manager Report: A motion was made by Elizabeth Acquaviva to accept the February report submitted by Angela Smith. The motion was seconded and carried by voice vote. Angela reported that she needs help with programs, especially Community Conversations, and a presenter is needed for the April 7 lunch. Verna suggested that she either write a letter to the Mosquito or submit a press release. She is also looking for kids to help with snow removal at Benfield and Village Court.

Social Worker Report: The February and March reports will be submitted at the March COA Board meeting. Peter Cullinane (social worker) is spending most of his time focusing on two long-term clients, working on taxes and medical appointments.

Financial Report and Director's Report: A motion was made by Elizabeth Acquaviva to accept the February reports submitted by David Klein. The motion was seconded by Jean Sain.

David reported that we are in good shape so far this year. We have expended 51% of the general fund without the COA Special Articles. Including them would change the figure to 47%. Special Articles provide additional funds from the Town of Carlisle to be used for specific things. The Social Services counseling line item has not gone down because the grant from the Community Chest is used first. Once the grant is expended, this town line item is used. Funds remaining in this special fund at fiscal year-end can be transferred to next year's account. David pointed out that we received a \$5,000 donation which is in the COA Van/Transportation Gift account, and will be used at some point in the future. He also pointed out that \$4, 471.64, the amount spent on January operating expenses in the LRTA report, is reimbursed by the LRTA and included in the financial report. The Director's Report highlights vehicle ride breakdown, although this information is not required by the LRTA it has been added to the report because it is important information for the COA staff and Board.

Minuteman Senior Services Report: Jean Sain attended the Minuteman Senior Services Board Meeting on February 3, 2016 and gave the following update:

Outreach: An online referral form has gone live on the agency website. Minuteman is promoting February workshops for social workers provided by elder law attorneys, sponsored by By-Your-Side.

Fund Raising: \$48,000 has been received in private funding this month, including a donation from Northern Bank and Trust for money management. Minuteman received a MA Workforce Training Grant based on a proposal submitted through Middlesex Community College.

Human Resources: Two new Care Managers started, and a part-time bilingual Geriatric Support Services Coordinator.

Joan reported on a new package of now options available through Minuteman's private pay professional care management service, Minuteman By-Your-Side. Minuteman's experience providing care management on a private pay basis tells them that some people are hesitant to engage the help they need without knowing the total expense up front. So now in addition to an hourly option, Minuteman is introducing a few packages to give consumers peace of mind so that they can get the help they need in a way that is affordable to them. Descriptions of these new packages are on Minuteman's website.

As for the search for an Executive Director, everything is going along as usual in the offices. A job description is on the website and resumes are coming. Please feel free to share the job posting with your network of colleagues, friends and others.

Friends Report: John Meyn could not attend the meeting, but reported that the Friends of the COA have collected a little more money at this point this year than last year. There was discussion about whether or not the funds raised can be used to help individual seniors beyond what is already being done in the areas of food and fuel assistance.

Old/New Business:

- **Date of April COA Board Meeting** - The date of the April COA Board meeting has been changed from April 19 to April 26, 2016 at 10:30AM.

- **Committee Updates:**

Space: Jerry Lerman reported that the next Space meeting will be on February 22, 2016 so an update will be provided at the March Board meeting.

LRP: Donna MacMullen was unavailable, but a meeting was held last week. The main accomplishment is that the plan updates have been put into Excel, which will make it easier to update. A short discussion was held regarding making a summary of the plan available at Town Meeting.

Nominating: The committee has met and a presentation will be made at the May COA Board meeting with voting to take place in June.

The next COA Board meeting will be held on March 15, 2016 at 10:30AM in the Clark Room at Carlisle Town Hall. A **motion** was made to adjourn the meeting by Elizabeth Acquaviva and seconded by voice vote.

Kathy DeVivo-Ash
COA Co-Secretary